

## **Required Progress Inspections**

### **Town of Ipswich – Department of Code Enforcement**

**Required Progress Inspections** – The owner / applicant is responsible for scheduling all required inspections as outlined below. Failure to comply with this inspection schedule may result in fines, dismantling completed work and / or formal enforcement action by this department.

**Construction Control** – Projects subject to Construction Control require all of the usual inspections unless other arrangements are made and accepted in advance. Work concealed without an inspection may be required to be dismantled.

- 1. Excavation & Footings** – After footings are placed, before the foundation walls are placed. When the hole is dug for sonotubes and before they are filled. All forms must be removed.
- 2. Foundation Walls** – After walls are placed on footings and drainage and dampproofing / waterproofing is complete prior to backfill.
- 3. Framing** – After frame is completed following inspection and approvals from Electrical Inspector and Plumbing & Gas Inspector.
- 4. Insulation** – After insulation has been installed. All penetrations in exterior walls should be caulked and/or sealed. **\*\*\*IMPORTANT – DO NOT INSULATE UNTIL INSPECTIONS ARE PERFORMED BY THE ELECTRICAL, PLUMBING & GAS INSPECTORS.**
- 5. Chimneys – Masonry** – when the throat and smoke shelf are complete, before the area is made inaccessible.  
**Metal & Pre-Fab Chimneys & Fireplaces** – After installation, prior to concealing chimney & components.
- 6. Manufactured homes** – Permits for the construction of any manufactured homes require that 24 hours notice be given prior to the arrival of the structure(s).
- 7. Roofing, Siding, Misc.** – Upon completion of work.
- 8. Final / Certificate of Occupancy** – Building Inspector will inspect after final inspections have been completed by the Electrical, Plumbing & Gas Inspectors, the Fire Department, Health Department (and others if required). All other required inspectors / departments shall have “signed off” on the building permit before a Certificate of Occupancy shall be issued. **AN “AS-BUILT” PLOT PLAN PREPARED BY A REGISTERED LAND SURVEYOR.** No Exceptions.

**Absolutely No Work Shall Commence Until The Required Permit(s) Have Been Obtained!**

**Filing an application DOES NOT constitute obtaining a permit.**

Please note: **It is the Responsibility of the Permit Holder to Schedule All Required Inspections.**

- The building official has 48 hours to perform an inspection following notification.
- The Electrical Inspector has 72 hours to perform and inspection following notification.
- The Plumbing & Gas Inspector has 48 hours to perform an inspection following notification.
- Work covered without being inspected may be subject to dismantling at the discretion of the Inspector.

### **Scheduling an Inspection – Using the Inspection Hotline**

**Call 978-356-6605. Press 1. Leave the following information:**

- The address of the construction requiring inspection.
- The type of inspection needed.
- Whether an “AM” (between 8 AM & Noon) OR “PM” (between Noon & 4 PM) is preferred.
- Your telephone number in the event we need to contact you.

\*\*\*Please be aware that inspection requests received prior to 8 AM will likely be inspected that day, unless otherwise requested. Inspection requests received after 8 AM will be inspected the following day (at the earliest).